

CITY OF LOS BANOS Job Description

POSITION TITLE	ACCOUNTING TECHNICIAN
DEPARTMENT	FINANCE
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform advanced level clerical accounting and financial record keeping activities including the preparation, processing and maintenance of the City's accounts payable.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Finance Director and general supervision from other personnel as assigned. May exercise general supervision over other personnel as assigned.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Receive, distribute, and breakdown invoices for all City departments.
- Ensure that transactions comply with financial policies and procedures.
- Ensure that municipal finances are accurate and up to date and that vendors are paid within established time limits.
- Process invoices to be paid, including research, code and data entry into the City's financial system.
- Prepare all checks and related reports and registers.
- Process backup reports and manage weekly check run.
- Record all checks and prepare vendor checks for mailing.
- Receive, review and balance statements.
- Balance and maintain multiple cash control books.
- Research any discrepancies.
- Research and answer vendor, employee and department questions regarding the status of accounts and payments.
- Respond to questions from departments regarding account numbers, balances and correction of posting errors.
- Understand City budget including annual Department appropriations.
- Maintain and assist departments with invoice requisitions.
- Prepare 1099 statements and other reporting documentation related to payables.
- Maintain, balance, and administer petty cash.
- Assist with Utility Billing needs, including automatic payment processing, taking payments over the phone and service requests on customer accounts.

- Reconcile cash drawers and prepare daily bank deposits.
- Assist Accounting Clerks and Accountants as needed.
- Front desk coverage as needed.
- Maintain confidentiality of City records and/or confidential discussions pertaining to City records.
- Prepare, input and file reports, accounting spreadsheets, reconciliations and journal entries.
- Research and maintain a variety of financial data and information.
- Type a wide variety of material from rough draft copy, notes, verbal instructions, or transcribing machines.
- Provides secretarial support to the Finance Director including drafting, composing and filing official City correspondence.
- Build and maintain positive working relationships with City Staff, elected officials and the public.
- Perform a variety of general office support duties including typing, maintaining files and records, and answering phones.
- Perform other related duties as assigned.

Knowledge of:

- Pertinent local, State, Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Filing systems including records management and the operation of standard office equipment and computers.
- Principles and practices of work safety.
- Department Policies and Procedures.
- General Accounts Payable Process/Procedures.

Ability to:

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently carry weight of 10 pounds or less.
- Exercise independent judgment.
- Organize and maintain extensive files and records.
- Deal effectively with a wide variety of personalities and situations requiring tact, judgment and poise.
- Interpret and explain pertinent laws and City and department policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Demonstrate confidence in personal decision making.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Work independently with limited supervision and perform essential functions of the position in a responsible and professional manner.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Two (2) years of experience in the position of Accounting Clerk I, Admin Clerk I or similar position that also included public contact.

10/17